

Minutes of the Regular Meeting of the Board of Library Trustees

October 1, 2007

TRUSTEES PRESENT: Chair Bob Byrd, Sandra Rich, Jack Spillane, Jan Lieberman, Georgina Dinh

EXCUSED ABSENCE: None

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Deborah Joyner, Reference Librarian
Erin Ulrich, Program Coordinator, Youth & Extension Services

**MEMBERS OF
THE PUBLIC:** Maria Daane, Executive Director, Library Foundation

MATTERS FOR COUNCIL ACTION:

Recommend that Council approve the following revised Library policy:

1. Policy for Public Rules of Conduct

I. CALL TO ORDER

Chair Byrd called the meeting of the Board of Library Trustees to order at 7:05 p.m.
Chair Byrd asked for introductions around the table to recognize the evening's program presenters, Deborah Joyner and Erin Ulrich.

II. MINUTES OF AUGUST 6, 2007 MEETING

Chair Byrd asked the board for comments or corrections regarding the minutes for the August 6, 2007 meeting. Following a brief discussion, Trustee Spillane made a motion to approve the August 6, 2007 minutes as written, with a second from Trustee Lieberman. The August 6, 2007 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

The City Librarian referred the Board to the letter of response to Stephanie Onufer dated August 8, 2007 regarding an incident Ms. Onufer had reported about unruly teens in the library.

IV. GIFTS

The City Librarian reported that a gift in the amount of \$300 had been received from Emma Kaliterna, a Mission Library patron, who had asked that the funds be used for Mission Library programs. Chair Byrd said that he knew Ms. Kaliterna and that she was well known in Santa Clara. Trustee Lieberman made a motion to accept the gift of \$300 from Emma Kaliterna, with a second from Trustee Dinh. The City Librarian will write a letter of appreciation on the Board's behalf.

V. PUBLIC PRESENTATIONS

A. Library Foundation/Introduction of new Executive Director

Maria Daane, Executive Director of the Library Foundation, introduced herself to the Board of Library Trustees. Over the last two months, she has been busy getting to know Foundation and Friends volunteers, cleaning up files, and updating rosters.

Ms. Daane stated that the Foundation had received two grants for the library; a donation from the Mike Kirsch Foundation for \$1,000; a donation from the Muslim Community Association for \$1,000.

Chair Byrd asked Ms. Daane how many members were currently on the Foundation Board; there are currently eleven. He then asked if there was a maximum or minimum number of board members, and Ms. Daane replied between 4 and 19.

A motion was made by Trustee Rich and seconded by Trustee Lieberman to move the following item up on the agenda: VII. NEW BUSINESS, A. Summer Reading Program.

VII. NEW BUSINESS

A. Summer Reading Program

Deborah Joyner, Adult Services Librarian, discussed the Adult Summer Reading Program, first introduced this year as a new program for adults. The theme was the same as that for the children's summer reading program, "Get a Clue at Your Library". There were 260 signups with 138 finishers. In addition to reading, three "Get a Clue" themed programs were held: CSI-Santa Clara with DNA Criminalist, Laura Hall; Summer Sleuthing on the Internet classes; a showing of Alfred Hitchcock's *Vertigo*. All three programs were well attended. Ms. Joyner stated that the Adult Summer Reading program received excellent support from the Library Foundation and Youth & Extension Services.

Erin Ulrich, Program Coordinator, Youth & Extension Services, gave a report on the new homework help program from Brainfuse and the children's Summer Reading Program. The community has been extremely excited about the homework help program. It is available in English and Spanish for grades 3 through 12 and can be accessed at the library or from home. Tutors in the program are current or former teachers who provide online assistance for students; lessons are tied to school curriculum.

Ms. Ulrich reported that the Tumblebooks online service has also been very successful. Online animated books and games are available to children of all ages. In the 15 months the library has offered Tumblebooks, there have been 20,000 visits to the site, or over 1,000 per month. It is one of the most popular sites accessed through the library's website.

Ms. Ulrich reported that this year's Children's Summer Reading Program surpassed last year's program. A total of 9,000 participants read books and attended summer programs. The Teen Summer Reading program had 525 signups and 254 finishers. The library received a \$3,000 grant to provide program materials for vision impaired children. The funding provided materials, including books in both audio and Braille formats, and large-print books. The vision impaired children who participated were excited to receive their certificates that were specially done in Braille by the Silicon Valley Braille Center. Remaining funds from

the grant will be used to enhance next year's summer reading program for the vision impaired.

Trustee Rich asked Ms. Ulrich if the library knew the number of visits made to the new homework help program by Brainfuse. Ms. Ulrich replied that she could ask Brainfuse for usage statistics.

Ms. Ulrich presented a Powerpoint DVD of the children's Summer Reading Program activities created by Charity Trajico, Volunteer Coordinator in Youth & Extension Services.

Discussion returned to the regular agenda, item VI. OLD BUSINESS, A. Library Landscaping.

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A. Library Landscaping

The City Librarian reported that the City's Parks & Recreation department had removed and relocated the olive trees that had been planted in the sidewalk along the east side of the library. The empty squares were filled with concrete. The City Librarian handed out color-coded drawings of the plan for future library landscape improvements and reviewed each section. Improvements will be done over time in line with budget approval.

Chair Byrd asked who was responsible for cleaning the front entrance area to the library and how often it was done; the City Librarian stated that the Parks & Recreation department performed pressure washing as requested.

VII. NEW BUSINESS

B. City Budget Overview

Board members received copies of a Powerpoint presentation made by the City Manager to City staff regarding an overview of the 2007-08 City Budget. The City has saved approximately \$3M annually by not filling frozen staff positions. The continuing goal is to replenish reserves.

C. Policy Review Process

The City Librarian stated that library policies should be reviewed regularly in an effort to keep them up to date and relevant. Several policies have not been reviewed for two years and these will be the first reviewed by the Board, followed by a review of some newer policies. All Board members stated that they had current sets of library policies for study. The policies that will be reviewed for possible approval at the November 2007 Board meeting will be:

1. Public Presentations to the Board of Library Trustees
2. Board of Library Trustees Mission Statement
3. Board of Library Trustees Bylaws

D. Policy for Public Rules of Conduct

The Policy for Public Rules of Conduct had been reviewed and revised by staff and highlighted copies of changes were sent to Board members in their agenda packets.

Following a discussion of the changes, Trustee Rich made a motion to accept the policy as revised with a second from Trustee Lieberman. The Policy for Public Rules of Conduct was approved as revised by a unanimous vote.

VIII. CITY LIBRARIAN'S REPORT

A. Monthly Report

The City Librarian reviewed the monthly reports for August and September 2007 with the Board.

B. Activities

The City Librarian reported that the City had won the Helen Putnam Award for its "Vote Ethics" program. It had also won the Silver Anvil Award for Excellence.

Nyle Monday, former Santa Clara Librarian who is now at San Jose State Library, will return on October 17, 2007 to present a program related to the recent PBS programming, "The War". Mr. Monday will present "The Golden State in the Good War" which will highlight California and the Bay Area's contributions during World War II.

On October 16, 2007, the Genealogy Society will present "Getting Started in African American Genealogy". A beginner's program in genealogy will also be presented in October.

Parenting programs this month include October 15th, "Building Support for Your Parenting".

The City Librarian handed out copies of "California Public Library Organization", a brochure from the State Library describing library funding, how libraries are governed, and their use by communities. It will be discussed at the November 2007 Board of Library Trustees meeting.

IX. MATTERS OF TRUSTEE INTEREST

Chair Byrd stated that the City of Sunnyvale has a bond issue on the November 6 ballot to build a new library. He passed out a flyer describing "Measure B", a \$108 million library bond measure.

X. CALENDAR

- . Monday, October 8, 2007 – Columbus Day Holiday – Library Closed
- . Monday, November 5, 2007, Board of Library Trustees meeting, Library Board Room, 7:00 p.m.
- . Sunday, November 11, 2007, Veteran's Day – Library Closed
- . Monday, November 12, 2007, Veteran's Day (observed) – Library Closed

XI. ADJOURNMENT

There being no further business, Chair Byrd adjourned the meeting at 8:48 p.m.

Respectfully submitted,

Sandra Rich
Secretary to the Library Board of Trustees

KKS:SR:HB:hb